
STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: September 3, 2002

CALATERS LETTER #02-006

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: PAT QUINN, CalATERS Training Manager
California Automated Travel Expense Reimbursement System (CalATERS)

RE: USER INSTRUCTION REVISIONS

The following instructions, available on the CalATERS web site, have been revised:

<u>Instruction</u>	<u>Role Affected</u>
CalATERS Responsibilities and Processes	All Roles
Create Expense Reimbursement	Employee, Preparer and Submitter
Special Account Coding	Employee
Create Travel Advance	Employee, Preparer and Submitter
Approve Expense Reimbursement	Approver and Accounting
Approve Travel Advance	Approver and Accounting
Manual Travel Advance Process	Accounting
Sign In Procedures and Access Problems	Help Desk
Travel Advance Process	Help Desk
System Admin Functions (*Removed)	Help Desk
Link to Instructions	Help Desk
Standard Reports Index	Reports Administration

* The System Admin Functions instruction has been removed because the ability to move forms using the View Work Queue privilege, which was explained in these instructions, will no longer be available to Department Help Desks.

Revision dates are included on the first page of each set of instructions and lines in the right margin indicate where changes were made. For a comprehensive list of all instructions available on the CalATERS web site (including a list of revision dates), click User Instructions, Help Desk tab, [Link to Instructions](#).

If you have questions or if you experience any problems accessing or printing instructions, please contact your Department CalATERS Help Desk and reference this CalATERS Letter. Thank you.